

**AREA 60 OF WESTERN**

**PENNSYLVANIA**

**GENERAL SERVICE INC.**

**GUIDELINES**



# Guidelines for Area 60 of Western PA General Service Inc.

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**Approved By Vote of the Area 60 Assembly on October, 15th 2023**

# **FOREWORD**

## **Area 60 of Western Pennsylvania General Service, Inc.**

- Shall be a body of trusted servants to serve the needs of the AA groups within its geographical area; to function as a constituent part of the annual General Service Conference of Alcoholics Anonymous; and to further knowledge and access to the Twelve Step Program of recovery of Alcoholics Anonymous as well as to educational information about AA's recovery process.
- Shall be ever mindful of the ideals expressed in the Twelve Traditions, the Twelve Concepts and *The AA Service Manual*, and operate in good faith towards those ideals.
- Shall encourage Area 60 AA groups to participate in and support its efforts to be the true voice and group conscience of Western Pennsylvania AA.
- Shall give financial support to the General Service Conference, elected officers, appointed officers, appointed service coordinators and ad hoc/operational committees in accordance with the annual approved Area 60 budget recommended to the Area Committee by the Finance Committee. The reimbursement of expenses assists in the support of effective activities by the persons elected or appointed to Area positions.
- Shall plan Quarterly meetings and Area Assembly activities that conform to the guidelines as set forth in *The AA Service Manual* and that accomplish the Area's purpose as set forth in the Area 60 Bylaws.

The following Area 60 Guidelines are an extension of the suggestions in *The AA Service Manual*. They reflect the customs and traditions formulated through the years of Area 60's history. They are based on the experience of the past and hope for the future. These Guidelines embody a clarification of duties and procedures to improve communication and general services to the AA groups in Area 60.

Future Area Assemblies may amend these Area 60 guidelines by substantial unanimity – two-thirds (2/3) vote.

## **Section I - The General Service Representative (GSR)**

Welcome to general service in Area 60. Area 60 encompasses the entire western side of Pennsylvania. The GSR is the link between the group and “A.A. as a whole.” This link becomes a channel through which news, information, opinions, and ideas can flow back and forth. Importantly, this also gives the group a voice in the affairs of the Fellowship. The GSR is that voice.

There is more than one way for GSRs to express their group’s thoughts and wishes — their conscience — in general service.

When the GSR is **present** at area assemblies and meetings, the group’s voice is heard. The presence of a GSR says their group cares about what is going on in the Fellowship and wants to learn and make its concerns and suggestions known.

When the GSR **participates**, the group’s voice is heard. It can be through a GSR sharing the group’s concerns across a conference table from other GSRs in a district meeting. It can be through questioning a budget item or proposing an idea important to the group at an area assembly. It can be through making an impassioned plea about an agenda item to the delegate on the eve of the annual General Service Conference meeting.

When the GSR **votes**, the group’s voice is heard. The GSR votes on the trusted servants to lead the district and the area as well as the delegate to represent the area at the annual General Service Conference meeting. The group’s voice is heard when the GSR votes on how best to use Seventh Tradition contributions to carry out Twelfth Step services. The GSR is a voting member at area assemblies.

*You can read more about the duties and qualifications of a GSR in the first chapter of the Service Manual, the Area 60 GSR handbook, and the GSR - General Service Representative pamphlet (P-19).*

### **Notification:**

The newly elected GSR should complete the Group Change Form located on the area website, [www.wpaarea60.org](http://www.wpaarea60.org), or Appendix I in the Service Manual. The form should be emailed to the area registrar at [registrar@wpaarea60.org](mailto:registrar@wpaarea60.org). The area registrar will then forward the information to the G.S.O. (General Service Office), and the new GSR will receive a GSR kit in the mail. It is important that you supply the area registrar with your full name, mailing address, and email address. The GSR will be added to the area GSR email distribution list to receive electronic communication. An electronic GSR kit is available on the area website. If applicable, the GSR should also notify local Intergroup offices as well.

### **Service Sponsor:**

A service sponsor is a guide through the Service Manual, 12 Traditions, and 12 Concepts in a comparable manner as a recovery sponsor is for the 12 Steps. A recovery sponsor and a service sponsor can be the same individual or different people. A GSR can easily find someone as a service sponsor at area meetings and events. The Service Manual gives more information on service sponsors in the GSR Section.

## **Section II – The District Committee Member (DCM)**

**The district** – A district is part of an area, one of the 93 areas that make up the U.S./Canada General Service Conference (GSC). There are two types of districts: Geographic (identified by how many groups a DCM can reasonably be expected to keep in touch with) and Linguistic (identified by a particular language).

**The District Committee Member (DCM)** – The district committee member, or DCM, plays a vital role in general service. While the general service representative (GSR) is the voice of the group, the DCM is the voice of the district. A district needs a leader. The GSR's will look to the DCM for guidance on being GSRs and serving their group. They will look to the DCM to lead on forming an agenda for district activities. They'll want to be inspired and encouraged, but not told what to do.

**What it Means to be a DCM** – A DCM who can set their own opinions aside in favor of listening and supporting the district's GSRs and of understanding and advancing the conscience of the district's groups is practicing two important principles of leadership in A.A.: leading by example and serving with humility.

The DCM learns the thoughts, wishes, and needs of the district's groups in different ways. Many districts set aside time in their meetings for GSRs to give reports on what is happening in their groups. This gives the DCM the opportunity to listen, to ask questions, and to make suggestions.

The DCM also learns by visiting and communicating directly with the groups. Here, the DCM is serving as a resource. In a group without a GSR, the DCM may be able to open a line of communication.

What the DCM learns will eventually form the conscience of the district. As a member of the area committee, at area meetings the DCM has the opportunity to express the district's conscience in more than one way:

- By asking questions and making suggestions

- By conveying the district's conscience to the delegate
- By voting on the area's trusted servants, area activities, and budgets

*You can read more about the duties and qualifications of a DCM in the second chapter of the Service Manual, the Area 60 DCM handbook, and Your DCM – District Committee Member pamphlet (F-12).*

### **To the Newly Elected DCM:**

The rotating DCM typically briefs you the incoming DCM, before the new term begins. Outgoing DCMs usually welcome being of help. If, however, some of your questions have not been answered, the area is a valuable resource.

Experience in the Fellowship suggests that new DCMs take time before and early in their terms to review the Service Manual, the Twelve Traditions, and The Twelve Concepts of World Service.

The newly elected DCM should complete the District Info Change Form located on the area website, [www.wpaarea60.org](http://www.wpaarea60.org), or Appendix J in the Service Manual. The form should be emailed to the area registrar at [registrar@wpaarea60.org](mailto:registrar@wpaarea60.org). The area registrar will then forward the information to the G.S.O. (General Service Office), and the new DCM will receive a DCM kit in the mail. It is important that you supply the area registrar with your full name, mailing address, and email address. The DCM will be added to the area DCM email distribution list to receive electronic communication. An electronic DCM kit is available on the area website.

Once a panel, Group Information Printout (GIPs) will be given to the DCM. These forms should be given to each group to verify that all the information is correct. The form should be returned to the area registrar.

### **Service Sponsor:**

Experience in the Fellowship suggests that a service sponsor is highly recommended to those newly elected DCMs who do not already have one. (See "The Service Sponsor" in The A.A. Service Manual for more information.)

## **Section III – The Area Assembly and Activities**

The area holds an important position in the General Service Conference (GSC) structure. The area is directly connected to the A.A. groups and their members through DCMs and GSRs. At the same time, they participate in the decision-making of A.A. through area delegates.

### **Purpose:**

An area's purpose is threefold:

1. To elect a delegate who will represent the area's conscience at the annual General Service Conference, where decisions are made that affect A.A. throughout the U.S. & Canada.
2. To form a local decision-making structure so groups can collectively decide on matters that affect their area.
3. To carry out Twelfth Step work that may not be practical for groups, districts or intergroups to take on by themselves, including:
  - Accessibility
  - Area newsletter
  - Corporation with Professional Community (CPC)
  - Corrections
  - Informational website
  - Literature, including Grapevine and La Vina
  - Public Information (PI)
  - Treatment Facilities

### **Area Meetings:**

All AA members may attend Area assembly meetings, but the group's voice and vote are carried by the GSR.

At the heart of each area is the assembly meeting, where the democratic voice of our Fellowship expresses itself. There are four types of meetings held by Area 60:

- Area Assemblies
- Quarterly Meetings
- Officers and Coordinators Meetings
- Annual Executive Meeting

Area meetings are conducted using a modified and simplified version of parliamentary procedure.

All Area Meetings are business meetings, and as such, may last 3-4 hours in length.

### **Quarterly Meetings:**

Meetings of the Area Committee are held four (4) times (Quarterly) each year to conduct Area business, to update members on Area activities, to share ideas, to assist with any District difficulties and to educate and inform through workshops.

### **Composition of the Area Committee:**

The following trusted servants make up the Area Committee:

- DCMs – represent the conscience of the districts
- Area Coordinators – appointed by the area chair to assist the districts with specific 12th step work
- Area Appointed Officers –appointed by the area chair to perform specialized services
- Area Elected Officers – elected by the GSRs and DCMs to serve the area
- Area Delegate – elected to represent the conscience of the area at the annual General Service Conference meeting
- Area Past Delegates – area delegates who have served on previous panels

Members of the Area Committee shall be given ample advance notice of the Quarterly Meetings with a copy of a tentative Agenda. Generally, the Agenda includes:

- Opening of the meeting by the Area Chairperson
- Roll Call of voting members
- Officer's reports
- Financial report
- Service Coordinator reports
- Old business
- New business
- DCM reports
- Open microphone

Brief DCM, Officer, and Service Coordinator reports are given verbally and should be submitted in writing or digitally to the Area Secretary ([secretary@wpaarea60.org](mailto:secretary@wpaarea60.org)).

Voting members (with a voice and vote) of the Area 60 Committee are:

- The DCMs of all Area Districts



- The elected Area Officers (Delegate, Alternate Delegate, Chairperson, Officer at Large, Secretary, Treasurer, and Registrar)
- The appointed Area Officers and Service Coordinators
- Area 60 Past Delegates

Absentee voting or proxies shall NOT be valid at Area Quarterly meetings. Voting members must be present physically or virtually for their vote to count.

A quorum must be present to conduct area business. A quorum is defined as 50% of the sum of DCM's, Officers, Appointed Officers, and Coordinators + 1. For Example: 39 Districts, 6 Elected Officers, 3 Appointed Officers, and 7 Coordinators would need 29 voting members present to conduct business.

All important decisions are reached by discussion, vote, and whenever possible, by substantial unanimity (2/3) of votes cast.

Please note GSRs do not vote at Quarterly Meetings. Business needing the GSR approval (such as anything that changes the structure of Area 60) is carried by the DCM to his/her District meeting where a sense of group conscience is taken, and its consensus presented at the following Area Committee meeting.

## **Area Assemblies:**

Assembly meetings consider a variety of issues, from General Service Conference problems to Area problems and solutions.

### **Assembly Types:**

- Elections Assembly
- Fall Assembly
- Pre-Conference Assembly
- Post-Conference Assembly
- Special Assembly

### **Composition of the Area Assembly:**

The following trusted servants make up the area assembly:

- GSRs – represent the conscience of the groups
- DCMs – represent the conscience of the districts
- Area Coordinators – appointed by the area chair to assist the districts with specific 12th step work
- Area Appointed Officers –appointed by the area chair to perform specialized services

- Area Elected Officers – elected by the GSRs and DCMs to serve the area
- Area Delegate – elected to represent the conscience of the area at the annual General Service Conference meeting
- Area Past Delegates – area delegates who have served on previous panels

Voting members (with a voice and a vote) of an Area 60 Assembly are:

- Current GSRs of all registered AA groups in Area 60.
- Current DCMs of all general service Districts in Area 60.
- Current Area 60 Elected Officers, Appointed Officers, and Appointed Service Coordinators.
- All Area 60 Past Delegates.

Absentee voting or proxies shall NOT be valid at Area Assembly meetings. Voting members must be present physically or virtually for their vote to count.

Area 60 uses the suggested “one person, one vote” concept. Each Assembly member is entitled to one vote regardless of whether they serve in more than one General Service position. Alternate GSRs and Alternate DCMs may vote only when the GSR or DCM is not present. While limiting votes to assembly members, it should be emphasized that Area 60 Assemblies are open to all AA members of the Fellowship. Non-voting participants are particularly needed at the Election Assembly.

Trusted Servants of Area 60 General Service should always encourage its AA groups to support and participate in each Area 60 Assembly.

### **Election Assembly:**

The Area Election Assembly is specifically charged with the duty of electing a Delegate to the General Service Conference, an Alternate Delegate, and the following Area Officers: Area Chairperson, Officer at Large, Area Secretary, Registrar, and Area Treasurer. The election assembly occurs in the fall of each even-numbered year.

### **Pre-Conference Assembly:**

The pre-conference assembly is held every spring to provide the delegate with the area’s group conscience concerning General Service Conference agenda items.

### **Post-Conference Assembly:**

This assembly is to provide the Area with a report of the General Service Conference by the Area 60 Delegate

### **Fall Assembly:**

This assembly is for the purpose of voting on changes that may affect the structure of Area 60. This assembly also approves the redistricting of AA Groups in Area 60.

### **Special Assembly:**

Special Assemblies are held when the need arises. This could be to have a special election or when the assembly body needs to vote on urgent issues.

### **Officers and Coordinators Meetings:**

All elected Officers, appointed Officers, and Appointed Service Coordinators meet in a timely manner prior to each of the Area Assemblies and Quarterly Committee Meetings to review the meeting Agenda set by the Chairperson and to review any other old and new business that may be pertinent to the wellness and functioning of the Area.

### **Annual Executive Meeting:**

For the purposes of maintaining a 501c3 designation, an annual meeting of the Elected Officers shall occur. The minutes of this meeting shall be kept in the Corporate Book.

### **Area Activities:**

#### **Workshops:**

Workshops on various topics are scheduled in the hour before Quarterly Meetings and Assemblies to educate district servants and interested members. Topics are decided at the Officers and Coordinators meeting prior to the meeting. These workshops intend to provide clarity to members' service positions as well as to increase effectiveness. They are usually conducted by an Area Officer or Past Delegate with experience and knowledge of the topic.

#### **Days of Sharing:**

Days of Sharing have been an Area 60 activity since 1980. They can be held anytime during the year, conducted by a District or Districts at a location chosen by them. The District(s) can ask the Area to "sponsor" the event which provide access to: a) addition of the event flyer to the Area website and meeting minutes distribution; b) attendance and participation by the Area Officers and Coordinators; and c) a loan of \$200 seed money to provide financial assistance.

An Area 60 sponsored Day of Sharing program usually incorporates all three sides of the triangle (Recovery, Unity and Service) and gives members a chance to share our experience, strength and hope through workshops, sharing sessions and fellowship.

Days of Sharing also offer an opportunity for members to see and learn about Area Coordinator Service Committees.

Guidelines for scheduling and hosting an Area sponsored Day of Sharing appear in an appendix as indicated in the Table of Contents.

### **Pre-Conference Assembly Weekend (PCAW):**

The Pre-Conference Assembly Weekend is an Area wide event held immediately prior to the Pre-Conference Assembly. In 1992 Area 60 held its first Get Away Weekend. In 2017 the name was changed to Pre-Conference Assembly Weekend. The Area 60 Alternate Delegate serves as the chairperson of the event and of the PCAW planning committee. Its programs include presentations and discussions of the upcoming General Service Conference agenda items which assist the Area 60 Delegate to receive an “informed” Area group conscience on issues facing AA as a whole. Informative workshops and sharing sessions are usually part of the agenda as well as a guest speaker for the Saturday evening banquet.

In the spirit of the Seventh Tradition, the Pre-Conference Assembly Weekend strives to be self-supporting through registration monies. The funds for PCAW are kept in a dedicated bank account. The Alternate Delegate and the PCAW treasurer are authorized signers for this account. The Planning Committee is responsible for its prudent use of the funds received. Any loss can be covered by the Area 60 treasury.

### **DCM Liaison Contact Program:**

The purpose of the DCM Liaison Contact Program is to serve the Districts of Area 60 and improve communication by being an accessible resource. Each Officer and Coordinator of the current WPA Area 60 Panel is assigned several Districts to keep in contact with between quarterly meetings, or as often as is necessary. The DCM Liaison Contact list can be found in an appendix as indicated in the Table of Contents.

### **Traveling Workshop:**

A Traveling Workshop provides an opportunity for area officers to educate and inform districts and members on selected general service topics. Guidelines for hosting a Traveling Workshop appear in these guidelines as an appendix as indicated in the Table of Contents.

## **SECTION IV – Area Officers**

As described in Section III of these Area 60 Guidelines, the following trusted servants are elected by voting members of the Area 60 Assembly to serve for a term of two years: Delegate, Alternate Delegate, Chairperson, Officer at Large, Secretary, Treasurer, and Registrar.

It is helpful to have had past or present Area Committee member experience to stand for these offices. The duties and suggested qualifications are included in this section. Certain positions require or are better performed by candidates who possess particular skills.

The Delegate shall have only one term of office (two years) and shall never again be a candidate for this office, except for an Alternate Delegate who, after attending one Conference in place of the Delegate, may be elected to serve a full term.

It is suggested that no other Area 60 officer be elected or appointed to succeed him/herself in the same office – unless they are fulfilling an unexpired term. In this case, they are eligible for election for a full two-year term.

The Delegate, Alternate Delegate, or any Area Officer may be removed from office for just cause including, but not limited to, the breaking of the sobriety date. A meeting of the Area 60 Officers shall be called to consider such removal and their recommendation, including any minority report, shall be presented for action at the next Area 60 Assembly meeting. The removal shall be by secret ballot and shall require two-thirds (2/3) majority.

If the Delegate is unable to complete the term to which they were elected, the unfulfilled term of office shall be completed by their respective Alternate. If the Chairperson is unable to complete the term to which they were elected, the unfulfilled term of office shall be completed by the Officer at Large.

If the Alternate Delegate, Officer at Large, Secretary, Treasurer, or Registrar is unable to complete the term to which they were elected, the unfulfilled term of office shall be completed by a newly elected individual. An election shall be scheduled by the Chairperson at the next regularly scheduled Area Quarterly Meeting or Area Assembly. If no individual stands for the vacated position, the Chairperson is empowered to appoint a qualified individual to complete the unexpired term.

### **The Delegate:**

The duties and responsibilities of the Delegate are described in *The AA Service Manual*. It is suggested that the Area 60 Delegate have at least five or six years of continuous sobriety. The individual should have experience as a member of the Area Committee.

Time and availability are important, as is the understanding of their family. The Area 60 Delegate:

- Attends the General Service Conference in NY.
- Presents Conference experiences and results to the Area members.
- Receives and distributes Final Conference Reports.
- Encourages and presents Area 60 bids for Northeast Regional events.
- Pass along calls for resumes for trustee and non-trustee director positions as requested by GSO
- Works with the Area Registrar on the annual Group Information Printout (GIP) update and acknowledges new groups in the area.
- Communicates with central offices and intergroups within Area 60.

The Area 60 Delegate also maintains communication with our Northeast Regional Trustee and represents our Area – and often participates in – the following Northeast Regional events: NERF (Northeast Regional Forum), NERAASA (Northeast Regional AA Service Assembly), and NERD (Northeast Regional Delegates meeting). The Delegate also represents Area 60 at General Service events in Western PA such as Days of Sharing and Pre-Conference Assembly Weekend.

At election time, the Delegate informs the General Service Office of the names and addresses of the new Area 60 Officers. As new coordinator positions are filled, the Delegate will notify the Conference coordinator at G.S.O.

### **Alternate Delegate:**

The Area 60 Alternate Delegate assists the delegate, keeps informed of Conference and area activities and assumes the delegate's duties in their absence. If the Delegate is unable to serve, the Alternate Delegate should be prepared to fill the remainder of the term.

It is suggested that the Alternate Delegate have five or six years of continuous sobriety and experience as an area committee member. Alternate Delegate should have a working knowledge of our Area Service structure and the structure of AA as a whole, and be well founded in Steps, Traditions, Concepts and familiar with *The AA Service Manual*.

The Alternate Delegate attends Area Committee meetings and assemblies, visits district meetings and participates in General Service sharing sessions when possible. Alternate Delegate works closely with the Delegate, Area Officers, and Service Coordinators and stays well informed of the happenings in Area 60.

The Area 60 Alternate Delegate is often asked to chair or serve on an ad hoc or special committee. As Chairperson of the Area 60 Pre-Conference Assembly Weekend, the Alternate Delegate assembles the planning committee, sets the time, date, and site of

the event; schedules and conducts all planning meetings; and keeps the Area Committee informed.

The Alternate Delegate also attends – and reports on – The Northeast Regional AA Service Assembly (NERAASA) and represents Area 60 at the Northeast Regional Forum (NERF) and Northeast Regional Delegates Meeting (NERD).

The Alternate Delegate attends all Days of Sharing and participates in the DCM Liaison Contact Program.

### **Area Chairperson:**

Qualifications for the Area Chairperson can be found in *The AA Service Manual*. It is suggested that the Area 60 Chairperson have five or more years of continuous sobriety with experience as an area committee member, along with the time and availability to attend the area meetings and events. (If unable to attend an area event, the individual arranges for the Area's Officer at Large to fill in.) Because the Area Chairperson conducts all Area Committee Meetings and Assemblies, it is recommended that the Area Chairperson be familiar with parliamentary procedure in how it relates to Area meetings.

The Area Chairperson may appoint a parliamentarian to advise in matters relating to conducting business during each meeting. The parliamentarian should be experienced in parliamentary procedure as it relates to Area 60. This duty can be appointed to another voting member of the Committee.

Some of the Chairperson's duties are described in *The AA Service Manual*. The Area Chairperson is responsible for setting up the annual calendar of area meetings and assemblies. This calendar considers Northeast Regional Events and the General Service Conference, which should have priority over dates of Area 60 Meetings and Assemblies. Consideration should also be given to other annual local, district and intergroup events.

In addition to the annual calendar, the Area 60 Chairperson sets the time and arranges for the facility where the quarterly Area Committee meetings and scheduled Area 60 Assemblies are to be held. The Chairperson prepares the agenda (often with the help of the other area officers), arranges for coffee service at Area meetings, schedules pre-meeting workshops or sharing sessions and prepares DCM packets for districts at the first quarterly meeting.

The Area 60 Chairperson appoints all non-elected service officers, service coordinators and interim replacements for elected officers after review and recommendation by the elected Area Officers, Area 60 Chairperson also appoints any ad hoc committees deemed necessary by the Area Committee.

The Area 60 Chairperson should have a working knowledge of Area 60 Service structure and the structure of AA as a whole. Area 60 Chairperson works in partnership with the area officers and coordinators regarding Area 60 activities.

The Area Chairperson attends all Days of Sharing and participates in the DCM Liaison Contact Program.

### **Officer at Large:**

It is suggested that the Officer at Large have five years of continuous sobriety with experience as a GSR. The individual should also have time and availability to attend area meetings and events and be well informed on the Steps, Traditions, and *The Service Manual*.

It may become necessary that the Officer at Large be required to assume the duties of other Area Officers besides that of the Area Chairperson. The Officer at Large should be familiar with the duties of the Area Secretary and Registrar.

At all Area Quarterly meetings and Assemblies, the Officer at Large will be responsible for roll call, help with the registration of all attendees with the Registrar, and help with recording the minutes as needed.

The Officer at Large is custodian of a portion of the Area's properties such as the Area's Banners, various maps, and any other property as directed by the Area Chairperson. It is expected that these properties be safely maintained in a secure environment and brought to Area meetings.

The Officer at Large attends all Days of Sharing and participates in the DCM Liaison Contact Program.

### **Area Secretary:**

Some of the qualifications of an Area Secretary can be found in The AA Service Manual. It is suggested that the Area 60 Secretary have four or more years of continuous sobriety with experience as a GSR and some service at the district level along with the time and availability to attend area meetings and events.

The Area 60 Secretary is responsible to the Area Committee for:

- Before all distributions, obtain a current list from the Registrar of all voting members and their Alternates (email addresses/ mailing addresses)
- Distributing agendas well in advance of quarterly meetings (two weeks)
- Recording the minutes for all Quarterly, Assembly, Officer/Coordinator Meetings
- Distributing the minutes to all area committee members (present or not) in a timely fashion (three weeks). All voting members (see meeting section) must receive a copy of the agenda and minutes.



In addition to keeping the records (minutes) of all Area meetings, the Area Secretary updates and maintains records of past Area 60 motions and senses of the meetings. The Secretary is responsible for maintaining the corporate book. The Officer at Large should assist with these duties.

The Area Secretary attends all Days of Sharing and participates in the DCM Liaison Contact Program.

Secretary Expense Reports (there are two types submitted)

- Printing and mailing- Area 60 Secretary Administrative
- All other including mileage- Area 60 Secretary

### **Area Treasurer:**

The qualifications and duties of an Area Treasurer are described in The AA Service Manual. It is suggested that the Area 60 Treasurer have at least four years of continuous sobriety and experience as a GSR; service at the district level can also be helpful. The Area Treasurer shall be familiar with computerized spreadsheets and how to use them for presentations of financial reports. The Area 60 Treasurer shall also select a Finance Committee Chairperson for appointment, with approval of the Area 60 Committee. The Area 60 Treasurer shall have custody of all the bulk of Area 60 monies and shall:

- Open and maintain the Area 60 checking account.
- Be responsible for the Area 60 debit/credit card.
- Receive, record, and deposit contributions within three weeks.
- Acknowledge receipt of contributions within three weeks.
- Disburse funds for authorized expense. This includes reimbursement of expenses for Area Officers, as well as submitting payment in advance for Officers' attendance at Northeast Regional Events, often with travel expenses.
- Any expenses paid for using the Area 60 Credit Card must be paid in full before the end of the billing cycle, so the Area does not accrue any interest.
- Maintain the Non-Profit 501c3 status, including updating contact information, and PA certificate of exemption of the Area according to directions attached in the Finance Guidelines Section.
- Document to other elected officers the timely filing of the appropriate paperwork (i.e., 990 form) related to Federal taxes and updating of names, addresses, and contact information related to the Area's non-profit 501c3 status.
- Prepare financial reports to be presented at all Area Meetings. Reports should include income, expenses, and balance on hand.
- Have available the most current bank statements at all Area 60 meetings.
- Forward Prudent Reserve bank statements to the current Prudent Reserve Treasurer.

It is recommended that the signature card for the Area 60 account includes the names of the treasurer, the Area Chairperson, and one other Area officer.

The Area Treasurer attends all Days of Sharing and participates in the DCM Liaison Contact Program. The Area Treasurer is suggested to give a 7<sup>th</sup> tradition workshop at the Pre-Conference Assembly Weekend, program permitting.

**Registrar:**

The Area Registrar is responsible for maintaining the list of registered AA groups in Area 60. Each year, the Registrar works with the Area Delegate, DCMs, and the GSO Records Department, to collect and record changes in group information for both the Meeting Guide App and GSO/Area databases. The registrar will be required to attend training from GSO before accessing the GSO database. The Area registrar maintains the DCM, GSR, interested parties, and past delegates mailing/distribution lists. On an ongoing basis, the Registrar also provides the proper forms for additions or changes and amends the group listing to reflect reported changes.

At all Area Quarterly and Assembly meetings, the registrar will be responsible for nametags and updating group/change requests.

The Area Registrar assists with redistricting requests, reports on group registration and redistricting at each Area Committee meeting, and provides updated information to DCMs and intergroups when requested.

The Registrar attends all Days of Sharing and participates in the DCM Liaison Contact Program.

## **SECTION VI – Other Area Officers**

According to The AA Service Manual, “Area Assembly and its Activities”, an area committee usually has other officers who are responsible to the committee for special activities. These are appointed by the Area Chairperson with approval of the Area Committee and have a voice and vote at Area committee meetings and Assemblies. Certain positions require or are better performed by candidates who possess particular skills.

**Archivist:**

The Archives aim is to give the Fellowship a sense of its own past. The Archivist should have some familiarity with archival procedures. The Archivist works in preserving and organizing material of historical interest to Area 60 including the collection of histories of

Area 60 groups. The Archivist will be responsible to catalog new material received and updates the Area Committee on ongoing projects at the archives. The Archivist is also responsible for ensuring the protection of the anonymity and the confidentiality of the Area Records. The archivist will have a budget for the purpose of purchasing supplies, including any items required in the preservation and maintenance of these records.

The Archivist keeps an inventory of Area 60 archives and designs a variety of portable displays for area-sponsored events. To strengthen the Area 60 link to AA as a whole, the Archivist maintains communication with the GSO Archivist in addition to receiving and preserving the Area 60 Archives subscription to *the AA Grapevine*. In addition, the Archivist will arrange for a display of the Archives to be at all Area 60 events (Quarterly Meetings, Assemblies, and Days of Sharing) and group anniversaries when asked.

Since the Archivist position involves a considerable amount of time to become familiar with a collection of historical information, we recommend this position be a four-year rotation, with an option for renewal at the discretion of the Area Committee at the end of this four-year period.

### **Newsletter Editor:**

The Area 60 Newsletter Editor is responsible for the production and distribution of the Area 60 Newsletter and sets the deadline for submission of articles. The Newsletter is published quarterly. The theme for each edition is based on the theme, presentation, or discussion topics of the year's General Service Conference and can include articles relating to AA's Three Legacies of Recovery, Unity, and Service. A report on circulation, distribution and expenses is given at Area Committee Meetings.

The Newsletter is intended to be a resource to help our members better meet the needs of their groups and districts in carrying the message of AA. It can also be a resource for GSRs to use for their reports and for home groups to use for group consciences or discussion topics. Issues may also include excerpts of GSO material relevant to the theme (including pamphlets, books, Box 459's, Grapevine articles, regional forum reports, other Area newsletters, etc.) All AAs are encouraged to submit articles for the newsletter. A detailed list of submission requirements can be found in each edition. Notice of Area 60 sponsored events (such as Days of Sharing, Pre-Conference Assembly Weekend, etc.) are also published in the newsletter, generally in the calendar.

Once the newsletter is published, it is distributed to the groups in Area 60, Central Offices, and GSO. It is also distributed to the current email list of subscribers and made available on the Area 60 Website. Area 60 may exchange newsletters with some other areas, and the newsletter can be made available at Days of Sharing, Pre-Conference Assembly Weekend, Northeast Regional Events, etc.

Because of the specialized nature of the position, the Newsletter Editor is a two-year appointed position with an option for renewal at the discretion of the Area Committee at

the end of this two-year period. It is suggested that an Alternate Newsletter Editor be selected to assist and learn the position.

The Newsletter Editor attends all Days of Sharing and participates in the DCM Liaison Contact Program.

### **Finance Committee Chairperson:**

The Area Treasurer recommends the Finance Committee Chairperson with the approval of the Area Chair. The duties of the Finance Committee Chairperson are as follows: assist the Treasurer, serve in the absence of the Treasurer excluding dispensing of funds, and chair the Finance Committee. As the Chair of the Finance Committee the individual is responsible for:

- Setting times and date for Committee meetings.
- Keeping the Officers/Coordinators informed of monies left in their budgets
- Submitting the Committee prepared upcoming year's Area Budget, generally done at the Third Quarterly Area Meeting for discussion and approval by the Area Committee.
- Facilitates the annual audit.

This office is considered a non-voting position to avoid any conflict of interest.

### **Meeting Technology Coordinator:**

The Meeting technology coordinator is responsible for the virtual and technical component of Area quarterly, Assembly meetings, and traveling workshops. This includes setting up the physical equipment before the meeting, hosting the virtual meeting, and storing the equipment safely and securely between meetings. The Meeting technology coordinator can utilize other officers or AA members to assist with these duties.

The Meeting technology coordinator will have a separate budget to maintain the technical equipment within an appropriate lifecycle of the equipment.

## **SECTION VII – Appointed Service Coordinators**

Area 60 Service Coordinators receive and communicate information with their counterparts at GSO. They are familiar with workbooks, AA Guidelines, and literature pertinent to their work and keep an inventory of related literature and materials. Each service coordinator's responsibility is to encourage, support and coordinate the work of AA members, groups, or districts in Area 60. These services are provided to make 12

Step work possible. The service coordinators have a voice and a vote at area meetings and assemblies.

It is suggested that they:

- Work within their budget and report expenses to the Area Treasurer.
- Attend and participate in all Area meetings, planning meetings, events, (PCAW, etc.) when possible.
- Upon rotation, they share their experience and work with their successors.
- Recruit an alternate to assist them in their duties and vote in their absence.
- Certain positions require or are better performed by candidates who possess computer skills and equipment.

### **Cooperation with the Professional Community/Public Information (CPC/PI):**

The CPC/PI Coordinator staffs AA exhibits at professional conferences, when asked. The CPC/PI Coordinator assists AA district committees and groups. Assists in informing the professional community such as Clergy, Employee Assistance Programs, Educators, and legal and medical societies about AA and what it does and does not do. The CPC/PI Coordinator responds to requests from GSO. The CPC/PI Coordinator also sets up displays at Area-60 sponsored events, Days of Sharing, and group activities when asked, schedule permitting. The CPC/PI Coordinator also assists AA members, groups, and Districts to inform the general public about the program of recovery and what AA does and does not do—whether it be through a community awareness event, a media interview or other non-AA gathering. The CPC/PI Coordinator provides information on Alcoholics Anonymous when asked.

### **Corrections Coordinator (CC):**

The CC Coordinator recruits AA contacts to bridge the gap between inside and outside meetings by introducing newly released alcoholics to local meetings; encourages AA members to participate in AA's Correctional Correspondence Program; and offers assistance in the work of those members who carry the message through AA meetings in correctional facilities. The CC Coordinator can sometimes work closely with the Treatment and Accessibility Coordinator to provide a temporary contact upon release so that the individual will feel more at home in AA. (Bridging the Gap).

### **Grapevine Coordinator:**

The Grapevine Coordinator is responsible for maintaining communications with the AA *Grapevine* office in New York.

Other duties include:

- Forming a committee of district Grapevine Reps.
- Making sure the group and district reps get their quarterly mailings.

- Ordering, selling, and displaying Grapevine literature at the Area level.
- Keeping a supply of subscription forms, flyers, and order forms.
- Submitting an inventory list along with purchase records (expenses) and sales records (income) to the Area Treasurer.
- Maintaining the Area Grapevine display; attend and set up at all area-sponsored events.
- Making the Grapevine display available for group and district events when requested and whenever possible.
- Keep an ongoing list of group and district Grapevine Reps and updates the Grapevine office in New York.

### **Literature Coordinator:**

The Literature Coordinator is responsible for ordering, displaying and sales of AA literature at area-sponsored events. The Literature Coordinator is also responsible for keeping an inventory of conference-approved literature and other service pieces. The Literature Coordinator should submit the inventory list along with purchase records (expenses) and sales records (income) to the Area Treasurer. The Literature Coordinator is also responsible for the maintenance and distribution of area-owned films and video cassettes for group and/or district use.

### **Treatment and Accessibilities (TA):**

The Treatment and Accessibilities Coordinator assists Area 60 District Committees and groups in the formation of new AA meetings in treatment facilities, coordinates a “Bridging the Gap” program in Area 60, and makes information about AA’s function and purpose available. The coordinator will assist and educate groups and districts regarding accessibility issues such as: physical challenges, parents with childcare needs, home or nursing home bound, and language barriers. The coordinator will also maintain a display of conference-approved literature that addresses accessibility issues.

This Coordinator can sometimes work closely with the Corrections Committee to provide a temporary contact upon release so that the individual will feel more at home in AA.

### **Web Site Coordinator:**

The Area 60 Web Site Coordinator is responsible for communicating and working closely with the Web Site Host (webmaster) to ensure accurate transfer of the Area 60 information to the site so that the web site will be as up-to-date as possible. The coordinator is responsible for insuring the site is being published following Area 60 guidelines and the Traditions of AA.

Other duties include:

- Answer e-mail, and direct inquiries to appropriate Officers/Coordinators

- Direct Area 60 event flyers, district meeting lists, Area 60 Newsletter, and any other flyer approved by the Area Committee to the site host for publishing.
- Update Calendar of Events.
- Ensures that all fees for operation are paid promptly.
- Upload new editions of the Area Newsletter to the Area Website.
- Initiate sending of emails to Newsletter Mailing list when Area Newsletter issues are released.
- Answer questions on using the website from AA members.
- Setup Website Display materials at Quarterly Meetings Assemblies and Days of Sharing.

## **SECTION VIII – Financial Guidelines**

- A. **Budgeted Areas:** The Area 60 trusted servants listed in The Area 60 Guidelines are expected to work within their approved budget, including:
1. Area Officers, Appointed Officers, and Appointed Service Coordinators.
  2. Other Items: Ad Hoc Committees, Area 60 Administrative Expenses.
- B. **Unexpected Expenses:** Expenditures in excess of 10% over a trusted servant's budget must be submitted in writing to the Finance Committee for approval.
1. The request should explain in detail how additional funding will be used, and how much is being requested.
  2. The Finance Committee should review requests for increased funding as soon as the committee convenes following the request.
  3. The Finance Committee may deny requests for increased funds for any of the following reasons:
    - a. Funds are not available, and are not projected to be available
    - b. The request is unreasonable to the services provided by the requestor.
    - c. The request did not give details as to what the increased funds will be used for.
    - d. The request was not submitted in writing.

- C. **Finance Committee Composition, Scope, and Purpose:** The Finance Committee is chaired by the Finance Committee Chairperson and is composed of four additional appointed members that are not affected by the budget including a DCM, a GSR, a member of Area 60, and a Past Delegate, if possible.
1. Meetings to review the area's budget are held prior to the four Quarterly Area Committee Meetings.
  2. Meetings be held in person or electronically.
  3. Meetings are open to observers.
- D. **Budget Review:** Under the guidance of the Area 60 Finance Committee Chairperson, the members of the Finance Committee present a budget for final approval by The Area Committee.
1. Anticipated income is based on the previous three years income.
  2. Expense expectations are based on the current year's actual expense figures projected through the end of the year and modified to allow for anticipated additional or reduced expenses line by line for the coming year.
  3. The Budget is typically presented for approval at the 3<sup>rd</sup> Quarterly Meeting of the year.
  4. Budget should include all known expenses for the upcoming fiscal year including travel and expenses as outlined for all officers and coordinators, meeting expenses, and other reoccurring expenses.
- E. **Travel:** All budgeted Area 60 trusted servants are expected to travel via the least expensive mode of transportation, and officers / coordinators should travel together, when prudent. Automobile travel expenses are reimbursed at a rate not to exceed \$0.50 per mile or the amount of gasoline used verified by receipts and a record of mileage. Tolls are reimbursed with receipt.
- F. **Funding for Regional Events:** There are certain service and educational events that some budgeted Area 60 trusted servants are funded to attend. Funding shall occur according to the guidelines below:
1. **NERAASA (Northeast Regional AA Service Assembly)**
    - a. The delegate and alternate delegate shall be fully reimbursed for lodging, registration, and meals (including banquet) costs.
    - b. All other elected and appointed officers shall be reimbursed for two nights of lodging costs, registration, banquet, and up to \$200 for other travel expenses and meals to be reimbursed with receipt



## **2. NERF (Northeast Regional Forum)**

- a. The Delegate and Alternate Delegate shall be fully funded for travel, meals, and lodging to attend NERF.

## **3. NERD (Northeast Regional Delegate's Reunion)**

- a. The Delegate and Alternate Delegate shall be fully funded for travel, meals, registration, and lodging to attend NERD.

## **4. Additional Funding**

- a. Coordinators may receive funding to attend northeast regional events listed above if they first receive the recommendation of the Area 60 Chair, the approval of the Finance Committee, and the approval of the Area Committee. Such requests should be submitted to the Finance Committee in writing, signed by the Area 60 Chair, with a full explanation from the trusted servant of what the benefit of attendance will be to Area 60. Such requests should be considered by the committee with scrutiny and approved only when a compelling case is made.

## **G. Pre-Conference Assembly Weekend (PCAW)**

1. The Delegate, Alternate Delegate, elected and appointed officers, and appointed service coordinators shall be fully reimbursed for lodging, full meal package, and registration.
2. The Pre-Conference Assembly Weekend Program Chairperson shall be fully reimbursed for lodging, full meal package, and registration.

**H. Ad Hoc Committees:** Travel/Budget for ad hoc committees shall be reviewed by the finance committee and presented to the Area Committee for approval.

**I. Printing Expenses:** Administrative expenses incurred using a personal printer.

1. Printing standard copy is \$.06 per side for black and white, including paper.
2. Printing standard copy is \$.45 per side for color, including paper.
3. Administrative expenses incurred using a personal printer should be evaluated at the beginning of each panel due cost fluctuations.

**J. Literature:** Funds from the exchange of AAWS and Grapevine/La Vina literature by those standing committees as a routine part of their service activity should be given to the treasurer and a receipt received and not used to reimburse the expenses of those committees. Orders placed for AA Grapevine and AAWS Literature must be accompanied by a current inventory list and dollar amount of sales to date. The

Area 60 Treasurer and the Finance Committee Chairperson must review orders before being placed. The Literature and Grapevine Coordinators shall provide the treasurer with an inventory of merchandise on hand at the beginning of each year, for accounting purposes.

- K. **Expense Reports:** The Area 60 Expense Form shall be used for reimbursable expenses\* by elected and appointed officers, service coordinators, and any ad hoc committee members (if the ad hoc committee has a budget). The expense report must have all receipts attached and must be submitted within 90 days of receipt. The exception is expenses for the fourth quarter which must be submitted by December 31st.

It is noteworthy to mention that certain expenses might require a separate expense report. For instance, PCAW expenses are usually always filed on a separate report, from the other expenses for that month. Expenses for a meeting, such as printed hand-outs from the delegate shall be taken out of the meeting budget, and not the delegate's budget. If an officer or coordinator is unsure how to file their expense report, they should consult the Treasurer.

- L. **Advance Funds:** Advances for events or activities may be requested. The request should be submitted in writing on an Area 60 Advanced Funds Form. If the request is for registration, including meals, or lodging for an event such as NERAASA or NERF, the registration form for the event should be filled out in its entirety, and given to the Treasurer who will immediately registers the officer or coordinator for the event and reserve the room. Advance funding, with a detailed estimate for printing or other similar activities, should be provided to the Treasurer who will then provide the officer or coordinator with a check. The receipt and either repayment (because the advance was too much) or a request for overage (because the advance was not enough) should be submitted on the next expense report.
- M. No Elected or Appointed member of Area 60 may sell any item with the intent of using profits to benefit any Area 60 service activities or individual members.
- N. The Area Treasurer shall give a treasurer's report at ALL are 60 Meetings as well as having the current bank statements available.
- O. An annual audit of Area 60 financial documents shall be performed every January on the financial documents from the preceding fiscal year with results presented to the Area committee. Section IX details how the audit should be conducted.
- P. Area 60 maintains a storage unit(s), convenient to the primary meeting place for Area 60, for the purpose of storing Area documents, inventory, records, etc. The name of record is Area 60 of Western Pennsylvania General Service, Inc., the

mailing address is the current Post Office Box maintained for the use of the Area 60 Treasurer, and the primary contact is the Area 60 Chairperson.

**Q. Prudent Reserve:**

1. Area 60 shall maintain a prudent reserve that is a maximum of between 9- and 12-months operating expenses as determined by the budget. \*

\*Much like GSO, the Area 60 Prudent Reserve should not be compared to a home group prudent reserve due to the nature of the business of Area 60. This includes the amount of expenses it incurs annually which including but not limited to funding various activities, sending the delegate to conference, paying expenses for officers, coordinators, the website, and technology needs. The Area also requires literature, supplies, etc. which are also used to conduct business, and all of this continues to make 12-step work possible for our Area.

2. The prudent reserve shall be maintained in an account separate from the Area 60 general checking account. Said account will have three signers forming a subcommittee, all of whom are Past Delegates. After the Area Elections, the account signers will elect a treasurer to serve a two-year term in conjunction with the Area Panel.
3. The Treasurer of the Prudent Reserve Account will provide (by U.S. Mail, or electronically) copies of the bank statements of said account to the Area Treasurer on a quarterly basis for availability at the Area 60 Quarterly meetings. (Appropriate security measures should be taken if emailing said statements.)
4. Should Area 60 deem it necessary to draw down from the prudent reserve account, the Area 60 Officers and Coordinators Committee, will agree by substantial unanimity an amount to be drawn down. The Area 60 Treasurer will send a request to the Prudent Reserve Committee authorizing this transfer of funds, along with a detailed explanation. Should the Prudent Reserve Committee deem the transfer request unwarranted, the matter will be referred to the next Quarterly meeting for a vote.

- R. The amount of this budget will be decided by the recommendation of the Area Finance Committee and voted by approval of the Area Committee.

## **SECTION IX – Conducting the Area 60 Audit**

**PURPOSE OF AUDIT:** Area 60's 501c-3 non-profit status requires a yearly audit. Our income level does not require a paid external accountant audit, so Area 60 conducts an internal audit. The purpose of the audit is to determine accuracy of figures presented as income, Area 60 administrative expenses, and accuracy and appropriate reporting of expense/income by elected officers, appointed service officers, standing committee coordinators, and ad hoc committee chairs.

The Area 60 Treasurer is present at the audit to distribute papers and to answer questions but does not participate in the actual audit. Three calculators will expedite the audit teams' work. The Treasurer prepares the necessary paperwork of the fiscal year:

- Bank statements for the year
- Checkbook or canceled checks
- Expense sheets With Receipts Attached from all Area Officers, Appointed Officers and Appointed Service Coordinators and ad hoc committee chairs.
- Three copies each of financial statements from the first quarterly to most current.
- Expense bills arranged in order paid with check # recorded on bill.
- Contribution receipts and deposit slips associated with them.

These items should be organized by dates from the beginning of the fiscal year to the most current labeled in separate folders as appropriate.

**PARTICIPANTS:** The Finance Committee Chairperson shall act as Chair of the audit. The audit requires 6 participants divided into 3 teams. The Chair is responsible for appointing participants. *Suggested* participants: GSR representative; DCM representative; Area Alt. Chair; Appointed Service Coordinator Representative; Area Registrar; and Past Delegate.

Each team chooses which of the following audit tasks for which they will be responsible:

- Review appropriate reporting of expenses on Area Expense sheets, totaling receipts attached, and checking the accuracy of total to be paid.
- Total expense sheets for each elected officers, appointed service officers, standing committee coordinators, and ad hoc committee chairs. Totals for each for the year should be checked with final financial statement for accuracy.
- Review bills and total. Check accuracy with expenses recorded on the appropriate financial statement.
- Review receipts and accuracy of reporting of income from exchange of Grapevine materials and literature on financial statements.
- Review contribution receipts and accuracy of totals presented on financial reports.

- Review checkbook and bank statements for accuracy of deposits as recorded on the final financial statement.

NOTE: Any discrepancies should be noted and resolved. As previously stated, the Treasurer should be present to answer questions and to assist in resolution. If no resolution can be found, it should be noted on the audit results letter as should the finding of no discrepancies. *The treasurer should have ready a dated note stating audit completion and the results to be signed by each participant.* This brief letter will become part of the financial record for that fiscal year.

The findings of the audit should be presented for acceptance to the Area committee.

## **SECTION X – Caring for Area 60’s 501-c Non-Profit Status**

The executive committee, the seven elected officers, shall recognize that no contributions or Area funds benefit individuals or organizations with the exception of the approved annual donation to the General Service Office to assist with costs related to the Delegate’s attendance at the General Service Conference, or donations made to the General Service Office from overages from but not limited to overages in the Prudent Reserve, and overages above startup costs from the Pre-Conference Assembly; that no insider (a person who has a personal or private interest in the activities of Area 60 *i.e.* an officer or director) accrue unreasonable funds for personal gain. The Finance Committee is in place to regularly review income and expenditures of Officers and Coordinators relative to their respective budgets.

Area 60 is a public charity and is prohibited from directly or indirectly participating in, or intervening in, any political campaign on behalf of (or in opposition to) a candidate for public office nor is it permitted to engage in substantial legislative activity (commonly referred to as lobbying). This requirement is in keeping with our Tenth Tradition: “Alcoholics Anonymous has no opinion on outside issues; hence the A.A. name ought never be drawn into public controversy”.

Records, particularly financial records, should be kept in an orderly, labeled fashion to accurately allow for completions of returns; to provide documentation to explain the returns; to evaluate any changes that may need to be made to improve Area 60’s activities; and to monitor income and expenses ensuring that the Area is operating within its approved budget thereby providing an example of good stewardship and service.

The Treasurer should document by hard copy distribution to each of the other six elected officers the annual filing of the appropriate IRS tax form—the 990, 990-EZ, or 990-N. The type of Form 990 series to file is generally determined by gross receipts and total assets. The form's copies with explanation should be presented to the officers for review at the officers/coordinators meeting prior to the filing date which is before the 15<sup>th</sup> day of the fifth month after the end of each fiscal year. Following review, receipt of mailing shall be filed and copied for the Officers. Forms and instructions are found on the IRS website: [www.irs.gov](http://www.irs.gov).

Our legal name is:

**Area 60 of Western Pennsylvania General Service Inc.**

Questions regarding the non-profit status can be directed to the authorized contact person for the Area who in turn will contact the Charities & Non-Profits IRS representative at: 1-877-829-5500.

To receive updates of new exempt organization information, the contact person should sign up for the EO Update, a free newsletter for tax-exempt organizations on the IRS website at [www.irs.gov/eo](http://www.irs.gov/eo).

The original corporate book and paperwork, along with the AREA 60 non-profit designation, tax exempt status, and corporate seals shall be kept in a safe location with the secretary. Appropriate annual minutes and other documents shall be submitted to the secretary as quickly as possible to be added to the book. It is further recommended that an electronic record be kept up to date as well.

# **APPENDIX I – Suggested Guidelines for Days of Sharing**

Days of Sharing can be held anytime during the year. An Area 60 sponsored Day of Sharing program usually incorporates all three sides of the triangle (Recovery, Unity, and Service) and gives us a chance to share our experience, strength and hope through workshops, sharing sessions and fellowship. Days of Sharing offer our members an opportunity to see and learn about Archives, Literature, Grapevine and other Area services available.

## **A. Host Districts are responsible for:**

1. Site/facility:
  - a. One large room to accommodate 100 people.
  - b. Breakout rooms for workshops or sharing sessions if needed.
  - c. Space for Archives, Literature, Grapevine and other coordinator displays (Treatment, Corrections, Website, etc.).
2. Date and Time:
  - a. Date should be cleared with the Area to avoid conflicting with other Area activities.
3. Flyers:
  - a. Flyers should indicate sponsorship by Area 60.
  - b. Flyers should include directions to site or searchable address.
4. Host should provide coffee, nametags, and registration.
5. Workshops/sharing sessions:
  - a. It is suggested that workshops/sharing sessions be service-oriented and that at least one be devoted to an Area Standing Committee such as Treatment.
  - b. It is suggested that DCMs and GSRs from other districts be considered in selecting panelists. This may increase attendance and participation from other districts.
  - c. It is suggested that an “ask-it-basket” or “What’s On Your Mind” session—with Area Trusted Servants as panelists be scheduled before closing the Day of Sharing.

## **B. Area 60 Officers and Coordinators are responsible for:**

1. Distributing flyers via the Area Web Site or other Area mailing; listing the event in the newsletter.
2. Service Coordinators displays.
3. Serving on a panel if requested by host district.
4. No other committee meeting should be scheduled during the Day of Sharing.
5. The Area Chairperson (or designate) shall open the Day of Sharing program with a brief introduction of attending officers and coordinators.

**C. Financing:**

1. Like any AA event, a Day of Sharing should be self-supporting. To show Area support and sponsorship, the Area Treasurer will advance \$200.00 in seed money to host district(s) to be returned to the Area Treasury after the Day of Sharing.

**D. Opening and Closing Formats:**

1. Area Chairperson
  - a. Opens the Day of Sharing and briefly lists upcoming Area events.
  - b. Introduces other Area Officers and Coordinators who briefly describe their responsibilities.
  - c. Describes the duties and responsibilities of any officer or coordinator who are unable to attend.
  - d. Explain the purpose and rotation of Days of Sharing.
  - e. Turn the program over to the Host District Chairperson.
2. Host District Chairperson
  - a. Announce the program schedule for the day.
  - b. Conducts suggested “ask-it-basket” or “what’s on your mind” session.
  - c. Closes the Day of Sharing at the end of the day.

## **APPENDIX II – Definition of Terms Used in General Service Activities**

**A.A.W.S.** Alcoholics Anonymous World Services, Inc., one of the two operating corporations of the General Service Board; oversees the operations of the General Service Office and serves as the publishing company for the Conference-approved and service literature.

**Abstention** Declining to vote for or against a proposal or motion. Not counted towards totals votes cast, but useful for accounting for all voting members.

**Ad hoc committee** A committee established on a temporary or short-term basis to accomplish specific tasks not easily provided for elsewhere. Each ad hoc committee has a particular goal to achieve. When the task is completed, the committee is disbanded.

**Alternate** A service worker who, at group, district, or area level, assists, supports and participates in service responsibilities, and stands ready to step into the service position if the person occupying it is no longer able to serve.



<b><u>Anonymity</u></b>	The condition of being anonymous.
<b><u>Anonymous</u></b>	Not identified by name; Indicates confidentiality maintained amongst members.
<b><u>Area</u></b>	The U.S. and Canada are divided into 93 geographic areas. Conference delegates come from each area. Normally there is one area to a state or province, except in heavily A.A.-populated places, where there may be two, three or more areas in a state or province. Some areas include portions of more than one state or province.
<b><u>Area Assembly</u></b>	A meeting of GSRs and Area Committee Members to discuss Area affairs and to elect a Delegate and Area Officers every other year.
<b><u>Area Committee</u></b>	Composed of Area officers, coordinators, and District Committee Members (DCM's).
<b><u>Autonomy</u></b>	The right or condition of self-government.
<b><u>Autonomous</u></b>	Having the freedom to govern itself or control its own affairs.
<b><u>Conference</u></b>	The General Service Conference; this can mean either the structure involving committee members, GSRs and delegates in an area, or the annual meeting of Conference delegates each spring in New York.
<b><u>Conference - approved</u></b>	Pamphlets, books, videos, and films, produced under the auspices of various Conference trustees' committees which the appropriate Conference Committees have reviewed and recommended to the Conference for its' approval, and which have been approved by the Conference.
<b><u>D.O.S.</u></b>	Day of Sharing - see Area Activities, pg. 11 and guidelines for hosting, Appendix I.
<b><u>Delegate</u></b>	The A.A. member elected every other year to represent the area at the annual Conference meeting in New York and to bring back to the area the results of that meeting.
<b><u>DCM</u></b>	District Committee Member. An experienced GSR elected by other GSRs to represent the groups of their district in area committee meetings and to coordinate service activities in the district. Part of the Area Committee.
<b><u>District meeting</u></b>	The meeting of the DCM and the GSRs of the groups in the district.

<b><u>G.S.O.</u></b>	The General Service Office, which provides services to groups in the U.S. and Canada and publishes A.A. literature.
<b><u>General Services</u></b>	Services performed by anyone in the general service structure (GSR, DCM, delegate, etc.).
<b><u>GSR</u></b>	General Service Representative. The link to A.A. as a whole and group contact with the General Service Office; voting member of the area assembly.
<b><u>N.E.R.A.A.S.A.</u></b>	Northeast Regional Alcoholics Anonymous Service Assembly is held in the last weekend of February. This is a pre-conference event sponsored by the Northeast Regional Delegates (N.E.R.D.s) and hosted by the individual Area by formal bid.
<b><u>N.E.R.D.</u></b>	Northeast Regional Delegates. Also refers to the Northeast Region Delegates Reunion, typically held in mid-March. It is hosted by one of the 18 delegate regions in the Northeast.
<b><u>N.E.R.F.</u></b>	The Northeast Regional Forum is held in odd-numbered years. This event is sponsored by the Northeast Regional Trustee (N.E.R.T.) and the General Service Office but hosted by the individual Area in the Northeast Region who bid for this opportunity. NERF is usually held in June.
<b><u>N.E.R.T</u></b>	Northeast Regional Trustee. One of the 14 alcoholic trustees that make up the general service board along with 7 nonalcoholic trustees.
<b><u>Panel</u></b>	A two year designation with the number being the year the delegate's term starts. Numbering starts in 1950, the year of the first general service conference.
<b><u>PCAW</u></b>	The Pre-Conference Assembly Weekend. See Area Activities, pg. 12 and Appendix V.
<b><u>Proxy</u></b>	The authority to represent someone else. Area 60 does not accept proxy voting.
<b><u>Quarterly Meeting</u></b>	Quarterly business meeting the Area Committee.
<b><u>Region</u></b>	A grouping of several areas from which a regional trustee comes to the board of trustees. There are six regions in the U.S. and two in Canada.

**Sharing session** A group, district, area, or Conference meeting in which everyone is invited to contribute ideas and comments on A.A. matters, and during which no actions are taken.

**Third Legacy** A.A.'s Third Legacy is Service, the sum total of all A.A. services, from a twelve-step call to coast-to-coast worldwide service activities. The first two legacies are recovery and unity.

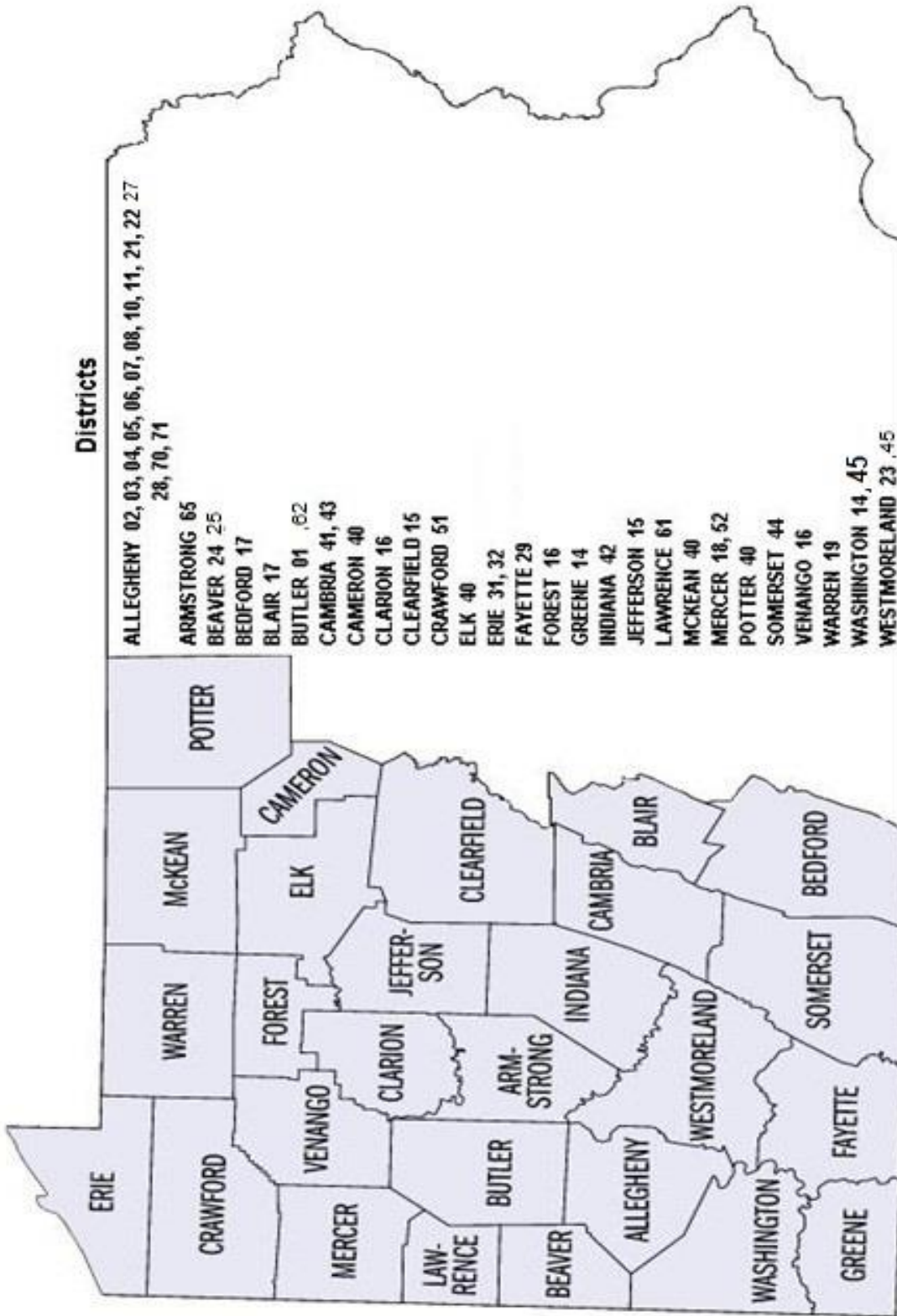
**Third Legacy**

**Procedure** Method by which delegates to the General Service Conference as well as area officer are elected by their area's assembly.

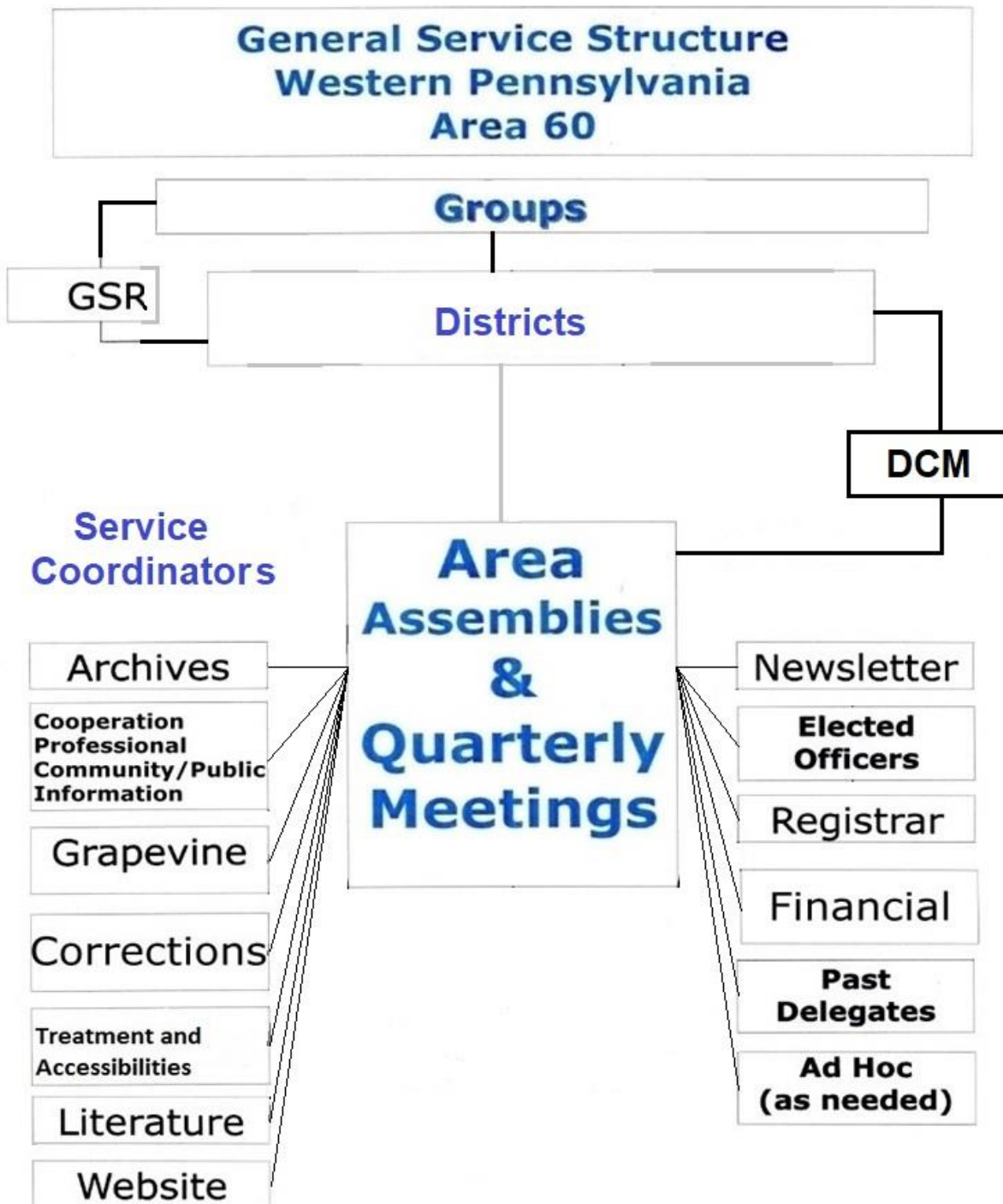
## **APPENDIX III – Geographical Locations and Map of Area 60 Districts**

<b><u>District</u></b>	<b><u>Location</u></b>
1	Butler - East Side / West Side - Prospect - Chicora – Lyndora
2	Pittsburgh - East Liberty
3	Pittsburgh - North Side – Bellevue
4	Pittsburgh - Bloomfield - Garfield - Lawrenceville – Millvale
5	Pittsburgh - North Hills -Ross Twp. - Allison Park - Glenshaw - Wexford - Etna - West View
6	Penn Hills - Wilkinsburg - Braddock - Frick Park - Edgewood
7	Pittsburgh - South Hills - Mount Lebanon
8	McKeesport - East McKeesport - Homestead - Clairton - West Mifflin – Hazelwood – Munhall – Greenfield – Glassport - Jefferson
10	Coraopolis - Sewickley - Moon Township
11	Pittsburgh - Beechview - Dormont - Carnegie - Bridgeville - Crafton
14	Washington / Greene Counties - Washington - Waynesburg - Canonsburg
15	Jefferson / Clearfield Counties - DuBois - Punxsutawney - Brookville - Clearfield
16	Venango / Clarion / Forest Counties - Oil City - Clarion - Marienville - Sugar Creek
17	Blair / Bedford Counties - Altoona - Bedford - Tyrone - Claysburg
18	East Mercer County - Grove City - Slippery Rock - Stoneboro – Milledgeville

- 19 Warren County - Warren - Sheffield - Tidioute - Youngsville - Clarendon - Russell
- 21 Pittsburgh - Oakland - Squirrel Hill - Shadyside
- 22 Pittsburgh - South Side- Pittsburgh Central - Downtown - Hill District - Carson Street
- 23 Greensburg, Scottdale, Ligonier, Irwin, Latrobe, Jeannette, Derry, Circleville, Rector, Acme, Luxor, Mt. Pleasant, North Huntingdon, Youngwood
- 24 Lower Beaver Valley - Beaver Falls - Ambridge - Rochester - Frisco - Big Beaver
- 25 Beaver / Ohio Valley - Aliquippa - Beaver - Monaca - Midland - Vanport
- 27/12 Upper Allegheny Valley - Apollo - Tarentum - Natrona Hghts. - Vandergrift - New Kensington – Aspinwall – Fox Chapel – Sharpsburg
- 28 Monroeville - Murrysville - Pitcairn - Wall - Delmont - Harrison City
- 29 Fayette County - Uniontown - Connellsville - Perryopolis
- 31 Erie County / East - Corry - Harborcreek - North East - Union City
- 32 Erie County / West - Albion - Edinboro - Girard – Fairview
- 40 Elk / McKean / Cameron / Potter Counties - Saint Mary's - Emporium - Smethport - Bradford – Coudersport – Port Allegany - Ridgway
- 41 Johnstown - Lower Cambria County - Westmont - Beaverdale
- 42 Indiana County - Indiana - Blacklick - Homer City - Pikes Peak
- 43 North Cambria County - Ebensburg - Carroltown - Cresson - Portage
- 44 Somerset County - Somerset - Jerome - Rockwood - Meyersdale
- 45 Mon Valley, Dunlevy, West Newton, Charleroi, Donora, Belle Vernon, Monessen, Eighty Four
- 51 Crawford County - Meadville - Conneaut - Cambridge Springs - Titusville
- 52 West Mercer County - Greenville - Hermitage - Sharon - Mercer
- 61 Lawrence County - Ellwood City - New Castle - Bessemer - West Pittsburgh
- 62 Butler County South - Mars - Evans City - Sarver
- 65 Armstrong County - Ford City - Kittanning - East Brady - Sagamore
- 70 Pittsburgh - South Hills - Pleasant Hills - Whitehall
- 71 Pittsburgh - Bethel Park - South Park - Upper St. Clair



# APPENDIX IV – General Service Structure of Area 60



## **APPENDIX V – Suggested Guidelines for the Pre-Conference Assembly Weekend (PCAW)**

The Pre-Conference Assembly Weekend is an Area wide service event held immediately prior to the Pre-Conference Assembly. The Pre-Conference Assembly Weekend is held the last weekend in March to avoid interference with the General Service Conference. The Area Chairperson shall book dates for the PCAW with the hotel when negotiating the upcoming Area Calendar.

Area 60 held its first Get Away Weekend in 1992. In 2017 the name was changed to Pre-Conference Assembly Weekend. Its programs include presentations and discussions of the upcoming General Service Conference agenda items, which assist the Area 60 Delegate to receive an “informed” Area group conscience on issues facing AA as a whole. Informative workshops and sharing sessions are usually part of the agenda as well as a guest speaker for the Saturday evening banquet.

The Pre-Conference Assembly Weekend Chairperson is the Alternate Delegate. The Chairperson is responsible for:

- Chairs the PCAW Planning Committee. Assigns committee chairs, including Greeters, Alcothons and Hospitality. Arranges for Registration and Name Badges (usually coordinated by the Area Registrar).
- Works with the hotel to finalize arrangements for meals, breakout rooms and other details.
- Designs, prints, and distributes the PCAW flyer after approval of the PCAW planning committee.
- Arranges for the Taper as soon as the date is set for the next event sending an advance copy of the program so that the Taper can design labels.
- Arranges for notices in the Box 459 and the AA Grapevine Magazine no later than the end of October of the preceding year. Puts notices in The Seeds of Service and on the Area 60 Web Site; lists an event notice in the Pittsburgh Central Office Newsletter one month in advance of the registration deadline.
- Assigns a PCAW secretary to keeps accurate records of the planning sessions, registrations, the hospitality records, and financial information to be forwarded to the next chair.
- Monitors and passes information onto the Hospitality Committee such as:
  - The Hospitality Chair keeps accurate records of items purchased, provides an inventory of items left over, and suggestions to be passed on to the next year’s committee.
  - Hospitality Committee buys ice so to not deplete the hotel supply.
  - Hospitality Room hours including closing by 9:00 am Sunday.

The Pre-Conference Assembly Weekend Program Chairperson is the immediate Past Delegate. The Program Chairperson is responsible for:

- Plans the Program format with input from the PCAW Chair, Committee, and the Delegate.
- Selects and invites the presenters, moderators, and timers.
- Selects and assigns the readings and announcements as needed.
- Provides copies of any written material needed to participants.
- Designs the Program pamphlet and provides appropriate copies for those registered.

The Pre-Conference Assembly Weekend Program Chair shall be fully reimbursed for lodging costs, full meal package, and registration.

The current (seated) Delegate usually recommends and arranges for the Saturday evening guest speaker (customarily from the General Service Office) and chooses a gift for the speaker.

In the spirit of the Seventh Tradition, the Pre-Conference Assembly Weekend strives to be self-supporting through registration monies. The Planning Committee is responsible for its prudent use of the funds received. Any loss affects the Area 60 treasury. Financial consideration for Area 60 Officers and Coordinators is addressed in the Area 60 Financial Guidelines.

Additional suggestions: Provide a list of local meetings. Provide location signs for Literature, Archives, Grapevine, and other Area displays. Identify greeters (vests of approved color or nametags).

## **APPENDIX VI – DCM Liaison Contact Program**

**PURPOSE:** To serve the Districts of Area 60 and improve communication by being an accessible resource.

**METHOD:** Each Officer and Coordinator of the current WPA Area 60 Panel is assigned several Districts to keep in contact with between quarterly meetings, or as often as is necessary.

The DCM's contact information is available on the Confidential List. Please make a note of any changes you discover and pass them along to the Registrar.



Let the DCM know that you are here to help, suggest resources, share experiences, or just to talk about any successes or challenges in their District. If you don't have an answer to a question or concern you can let them know that you will find out and get back to them—then follow-up.

Ask the DCMs about their committees and perhaps provide contact information for the current Area Coordinators. Ask if there is anything the panel can do for them or how we can improve. If there is an alternate, it would be nice to contact them also.

Encourage their participation in carrying the message and invite them to the next quarterly meeting, assembly, or Day of Sharing.

These contacts are very important. Communication and education will do wonders to increase an informed group conscience and advance service at all levels in Area 60.

Keep a record of your contact to share during your report at the Officer/Coordinator Meetings. We can learn from each other about how we can be of further assistance to our DCMs.

#### DCM Contact Assignments:

<b><u>Position</u></b>	<b><u>Districts</u></b>
<b>Chairperson</b>	7, 70, 71
<b>Officer at Large</b>	24, 25, 45
<b>Secretary</b>	15, 61, 62
<b>Treasurer</b>	2, 3, 4
<b>Registrar</b>	16, 40, 41
<b>Newsletter</b>	1, 10, 17
<b>Website</b>	14, 18, 19
<b>Archivist</b>	5, 6, 21
<b>Literature</b>	23, 43, 44
<b>CPC/PI</b>	8, 28, 52
<b>Treatment and Accessibilities</b>	11, 22, 51
<b>Grapevine</b>	27/12, 42, 65
<b>Corrections</b>	31, 32, 29
<b>Alternate Delegate</b>	Central Offices and YPAA Committees

## **Appendix VII – Traveling Workshop Guidelines**

The purpose of Area 60 is, in part, to educate and inform the membership of Area 60 Western Pennsylvania. To that end, we have developed a “Traveling Workshop” and made it available to the Districts of Area 60 Western Pennsylvania. If you would like to request a Traveling Workshop in your district, please review the guidelines below.

### **Area 60 Traveling Workshop District(s) Requirements:**

- One workshop per quadrant will be approved per calendar year.
- The facility should accommodate 50 people (or your anticipated attendance) for 2 hours.
- Refreshments (coffee and pastries/healthy option) for the event reimbursed up to \$50 from Area 60.
- The district is responsible for creating and distributing a flyer & encouraging attendance. Area 60 can assist with wider distribution via the Area 60 email list.

### **Area 60 will provide:**

- Panel presenters (may request members of District to join).
- Workshop printed and/or digital materials.
- Slideshow presentations.

### **Area 60 Traveling Workshop Bid Procedure:**

Area 60 will receive bids for Traveling Workshops under the Recurring Business portion of Area 60 Meetings.

DCMs will approach the mic with the following information:

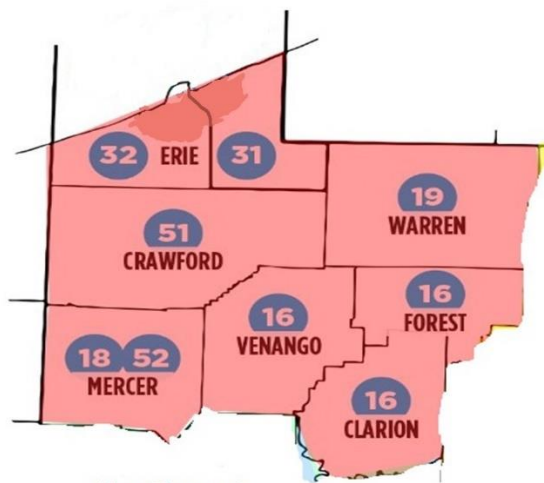
- Date requested\*.
- Topic(s) requested.
- Location and capacity of facility as well as anticipated attendance.

\*Please check the Area calendar when planning a date to ensure that it is not requested the same weekend as a scheduled Area 60 meeting or sponsored Day of Sharing

## Sample Topics:

- GSR & the Group
- Acting as Guardian of the Traditions (Group, District, Area, GSO)
- What is General Service?
- GSR Roundtable/Q&A
- Conducting an AA Business Meeting (Group, District, Area)
- The Twelve Concepts

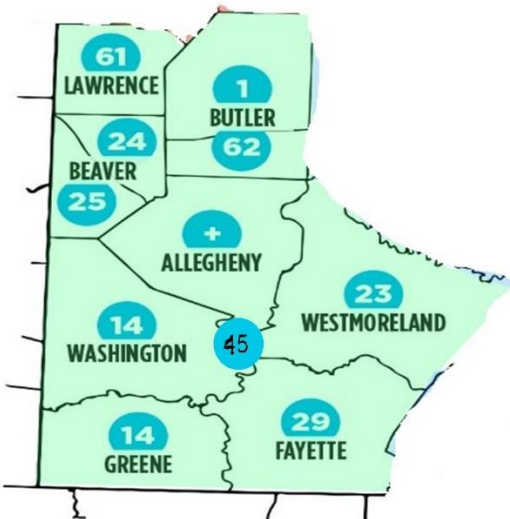
“Quadrants” of Area 60:



Northwest



Northeast



Southwest



Southeast

## **Appendix VIII – How the Area Conducts Business**

Generally speaking, the Area proceeds on as informal a basis as possible consistent with the rights of all concerned. It is important to remember that the purpose of rules of order is to make it easier for the Area to conduct its business; rules exist to allow the Area to do what it needs to do to carry out the will of the Fellowship by reaching an informed group conscience.

Generally, a motion is made then seconded. If a motion is seconded, debate on the motion occurs followed by a vote. If the motion fails to receive a second, the motion does not move forward.

### **Substantial Unanimity:**

All important matters require substantial unanimity, that is, a two thirds majority. Because the number of voting members present on any given vote may vary from time to time, the phrase two thirds majority is taken to mean two thirds of the vote cast as long as the total vote constitutes a quorum.

### **Minority Opinion:**

After each vote, except some procedural votes, the side which did not prevail will always be given an opportunity to speak to their position. If the motion passes with two thirds vote, the minority may speak. If the motion receives a majority vote but fails to pass for lack of a two thirds, the majority may speak.

### **General Rules of Debate and Voting:**

- People who wish to speak line up at the microphone.
- When speaking, address the comments to the chair.
- No one may speak for a second time on a topic until all who wish to have spoken for the first time.
- Full discussion should take place before each vote. Please do not wait to share until the minority opinion.
- Everyone who has a voice is entitled to express their opinion. However, if it has already been expressed, it is not necessary to say it again.
- Most motions require a second to proceed to debate and vote. See chart on next page to specific rules governing each type of motion.

Tabling a motion will move the item to the next business meeting.

Calling the question will end discussion for a particular item and move directly to a vote.

Reconsidering a motion is made during / after the minority opinion. The motion can only be made by a member who voted with the prevailing side but can be seconded by anyone. If the majority votes to reconsider, full debate is resumed.

<b>Motion</b>		<b>Requires a Second?</b>	<b>Is Debatable</b>	<b>Vote Required for approval</b>	<b>Minority Voice Heard</b>
Regular	Made to bring up normal business	Yes	Yes	2/3	Yes
Committee Recommendation	Presented by an Ad-hoc or standing committee	Automatically Seconded	Yes	2/3	Yes
Amendment	Made to the original motion. Amendment is voted on before the original motion.	Yes	Yes	2/3	Yes
Tabling a Motion	Made without Comment	Yes	No	Simple Majority	No
Calling the Question	Made without comment	Yes	No	2/3	No
Motion to Reconsider	Must be made by a member of the prevailing side. No action can be reconsidered twice.	Yes. May be seconded by either side.	No	Simple Majority	No
Point of Information	Made to add clarity to discussion	No	No	No	No